

Position title:	Payroll and Finance Analyst
Department:	Finance
Team:	Financial Control
Reports to:	Senior Financial Accountant
Direct reports:	None
Location:	Melbourne
Document review date:	November 2023

### Role overview

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The Payroll and Finance Analyst is responsible for the payroll function and for providing support to the Financial Control team at Tilt Renewables.

The purpose of this role is to deliver accurate, efficient and high-quality payroll services ensuring employees are paid on time in accordance with their agreements and government regulations. The role also entails providing support with month end close activities, ERP and general ledger maintenance, and resolution of other ad hoc queries from the business.

### Key accountabilities

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The key accountabilities may include (but are not limited to):

#### Payroll

- Process payroll data for fortnightly pay runs and out-of-cycle pay runs (i.e. bonuses and terminations), as required in TechnologyOne (ERP).
- Partner with the People and Culture team to resolve payroll related queries and provide advice, where relevant, regarding remuneration structures.
- Maintain a secure and controlled environment within the payroll function to ensure confidentiality and accuracy of payroll processing.
- Prepare director fee invoices and act as the first point of contact for directors' remuneration and compliance activities.
- Prepare payroll tax and lodge with the relevant state authorities by the required due dates.
- Ensure timely lodgement and payment of superannuation obligations.
- Identify and implement continuous improvement initiatives within the payroll function.
- Engage in project work to improve the broader payroll function.

#### Financial Control support activities

- Prepare payroll journals for posting, including payroll tax, payroll accruals (such as short-term/long-term incentives), etc.
- Prepare other month end journal calculations relating to accruals and leases, amongst others, and post journals into TechnologyOne (ERP).
- Complete month end balance sheet reconciliations, such as accruals and leases.
- Support the Financial Control team in preparation for the year end audit and reporting requirements.
- Liaise with external auditors and lead audit requests relating to payroll.

### Employee expense system management

- Manage employee expense system (Flexipurchase) by providing support and oversight both to the business and Assistant Accountant in maintaining system accuracy, including set up of new employees, charge codes and other administrative activities.
- Reconciliation of employee expenses for Executive Leadership Team (ELT) including coding of employee expenses within Flexipurchase.

### Key relationships

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This role will work closely with:

#### Tilt Renewables stakeholders:

- Finance team.
- People and Culture team.
- Employees within the Tilt Renewables business.

#### External stakeholders

- Payroll tax state authorities.
- External auditor.

### Skills and experience

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- A minimum of 3 years working experience within payroll.
- Technical proficiency with Microsoft Office products.
- Experience with TechnologyOne is preferred but not essential.

### Key competencies and capabilities

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#### Competencies

- High attention to detail.
- Team player.
- Strong communication and interpersonal skills to maintain positive relationships particularly with employees and the wider Financial Control team.
- Forward thinking to identify inefficiencies and execute policies and procedures.
- Excellent work ethic with the ability to self-manage workload.

### About Tilt Renewables

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Tilt Renewables aims to be the leading developer, owner and manager of renewable energy generation assets in Australia. With 1.7 GW of Operational Assets and a pipeline of over 5GW we are well positioned to achieve this.

We are proudly Australian with strong brand recognition known for developing and operating, high quality assets in Australia with a long-term owner's perspective. With a significant pipeline of development opportunities, we have an appetite for growth.

Our approach is to adopt a pragmatic view of the development, asset operation and energy market functions focussed on optimising customer, investor, employee and community outcomes. This requires agile and effective decision making and outstanding execution of opportunities.

Credibility in the eyes of our investment stakeholders as well as strong relationships with our customers, key suppliers, contractors and the communities we operate in are critical to Tilt Renewables' success. Tilt Renewables has corporate offices in Melbourne and Sydney and a rapidly growing capable team of approximately 90 employees who are able to apply themselves to any issue or opportunity, regardless of functional structure.

We are committed to a customer centric renewable energy solution, building on our enviable track-record, experience, and reputation.

### Our Vision

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Our vision ***to drive the transition to renewables through everything we do*** focuses on us helping create the world we want to be part of and to look for those opportunities in everything we do.

### Our Values

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Developed by our team to reflect what matters most to us, our values are simple, unequivocal, and focused on how we generate a difference – for our business, for our people, for our investors and for the communities we work with.

**We are People Powered | We Get It Done | We Lead**

### Our Investors

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Tilt Renewables has three key investors:

- Future Fund (40%)
- QIC (40%); and
- AGL (20%)